



STATE OF CALIFORNIA
CALIFORNIA MILITARY DEPARTMENT
CALIFORNIA STATE MILITARY RESERVE
9800 GOETHE – BOX 1
SACRAMENTO, CALIFORNIA 95826-9101



CASR-CG

23 October 2017

MEMORANDUM FOR See Distribution

SUBJECT: Command Training Guidance 2017-2019

1. Purpose. This document provides guidance for the training strategy for the California State Military Reserve (CSMR) during the period of 1 October 2017 to 30 September 2019.
2. Applicability. This circular applies to all formations of the CSMR, and supersedes all previously published guidance from Headquarters, CSMR.
3. Mission. The California State Military Reserve provides ready military forces and capabilities to support the missions and readiness of the California Military Department (CMD).
4. Commander's Intent. My intent is to focus on stabilization and integration of our forces into the CMD with emphasis on readiness and mission support to our CNG partners. In order to accomplish this we will focus our training efforts on those missions and requirements that best support the readiness of our CNG partners and reinforce or fill gaps in the CMDs emergency response capabilities. Our primary opportunities to train and improve our force will come from interaction with our federally resourced partners. We need to leverage our time training alongside and in support of federal units in order to maximize the training resources they provide.
5. Organization. The CSMR is generally organized as a complementary force to CMD and specifically the California National Guard (CNG). The CSMR is comprised of three principal components Army, Air and Maritime though its units are considered Joint in nature (being comprised of personnel from multiple branches) (See Encl 1).
6. Unit Types. There are four basic unit types within the CSMR: Aligned, Non-Aligned, Specialty and Headquarters Support.
 - a. Aligned Units: These are operational units in Direct Support of CNG formations. Their mission is to support the combat and civil support readiness of their aligned CNG unit and to provide operational capability in support (ex 79th Spt Cmd, 163rd Spt Grp).
 - b. Non-Aligned: These are operational units in General Support of the Military Department through HQ CSMR. Their mission is to provide an operational support capability to the Military Department (ex. MARSCOM).
 - c. Specialty Units: These units provide a specialized (typically not operational) capability in General Support of the Military Department through HQ CSMR (ex. Legal Spt CMD. Command, Military Heritage CMD).
 - d. CSMR Command and Staff: These elements directly enable the CSMR to function and provide essential support to its units. They are also responsible for policy, doctrine and integration of CSMR functions into the CMD (ex. J1, HHD).

Aligned-Army	Aligned-Air	Non-Aligned	Specialty	Headquarters Support
40 th CSMR Spt CMD	CSMR JTF Air	MARITIME CSMR SPT CMD	CSMR Chaplain CMD	J1
79 th CSMR SPT BDE	129 th CSMR SPR GRP		CSMR Installation CMD	J3/5/7
224 th CSMR SPT BDE	144 th CSMR SPT GRP		CSMR Legal SPT CMD	J4
100 th CSMR SPT CMD	146 th CSMR SPT GRP		CSMR MIL Heritage CMD	J6
CSMR AVN SPT BDE	163 rd CSMR SPT GRP		YCP	J9
CSMR SOF DET	195 th CSMR SPT GRP			CSMR RRB
251 st CSMR DET				HHD
223 rd CSMR TNG REGT				MDIG
49 th CSMR SPT BDE				SJA
115 th CSMR SPT GRP				CSMR Advisory GRP

7. Training Focus. Given limited resources and time, units will focus on those missions that have the highest payoff in terms of improving the readiness of our Federal and State partners; and, have the highest probability of being executed in terms of civil support.

8. Readiness Support: Priority of readiness support will be determined jointly by Federal and State partners and supporting CSMR commander. Missions such as staff augmentation, command supply discipline and equipment readiness, as well as specialized training support (marksmanship and communications) are all examples of areas where CSMR units can enhance and assist in improving readiness.

a. Army Mission - CSMR Army provides a qualified and ready force to support the California Army National Guard's defense support to civil authority and response to natural or manmade disasters.

b. Vision - My vision for CSMR Army is to augment and fill capability gaps in the 40th Infantry Division force structure. We will augment civil support planning and participate in training when possible. Each CSMR Brigade will embed with their sister Federal unit and customize support specific to the BDE they are supporting. Expand 115th CSMR SPT GRP DSCA mission to include RSOI, CAESAD Team augmentation, JIACG augmentation, search & rescue certification.

c. Air Mission – CSMR Air provides a qualified and ready force to support the California Air National Guard's defense support to civil authority and response to natural or manmade disasters.

d. Vision - My vision for CSMR Air is to augment and fill capability gaps in the California Air National Guard and California Army National Guard Civil Support force structure. Each CSMR Group will embed with their sister Federal unit and customize support. Additionally, we will support civil support planning and response. Each CSMR Air Group will embed with their sister Federal unit and customize support specific to the Wing they are supporting. Expand 129th CSMR SPT GRP DSCA mission to include search & rescue certification.

e. Maritime Mission - The Maritime Component provides a qualified and ready force to support the California Military Department's defense support to civil authority and response to natural or manmade disasters.

f. Vision - My vision for the Maritime Component is to maximize the capability within the Naval and Marine forces. Additionally, Maritime will essentially take ownership of California's inter-coastal waterways. We will partner with organizations (e.g. Coast Guard Auxiliary, Dept. of Fish & Wildlife, CalTrans, etc.) to increase capacity.

9. Emergency Operations Support: In addition to enhancing readiness, CSMR formations are capable of supporting and enhancing the readiness and capability of the CMD to respond to domestic emergencies. This support may come through reinforcing and supporting federal units or through providing organic CSMR capabilities. Examples of supporting federal unit readiness for emergencies include staff augmentation, JRSOI support, DSCA subject matter expertise and liaison as well as legal, administrative and medical support. In some cases the CSMR will retain organic capability to respond independent of a federal partner. Examples of this include Fire Base or other Fixed Base Operations, IC4U and potential Maritime support and ground Search and Rescue capabilities.

10. Categories of Training. Each CSMR element will plan for both the individual and collective training of its members. This plan will include both formal structured training such as service member led classes, school house training and situational training exercises as well as informal opportunities for training through observation and participation in on the job training (OJT). Given the limited resources available it is essential that training time and opportunity are maximized.

a. Service member led classes and opportunity (hip-pocket) training. This type of training is readily available and essential to the development of junior officers and NCOs as trainers. At every available opportunity, members should be challenge with giving a class or block of instruction relevant to the units mission. This training also includes OPD and NCOPD training that is particularly critical in developing CSMR leaders.

b. 223rd CSMR Training REGT. This encompasses a variety of CSMR-led formal instruction. This instruction includes Initial Entry Training (IET), Basic Orientation Course (BOC), Basic Leadership Course (BLC), Advanced Leadership Course (ALC), Senior Leader Course (SLC) and Officer Candidate School (OCS). These courses are typically held annually and are essential to the development of CSMR personnel. These courses generally take precedence over other types of individual training as they are required to establish basic professional competency.

c. Exercises and situational training. This type of collective training is essential to developing unit competency and cohesion but is often resource and time intensive. Every effort should be made to take advantage of these opportunities when they are executed by our federal partners or other emergency management partners.

d. On the Job Training. This type of training is probably the most common and readily available to our members. Success in OJT is reinforced by encouraging and scheduling performance based training. This is a function of command, leadership and coordination.

e. Other training opportunities. Many training opportunities exist beyond those listed above. These include Military Emergency Management Specialist (MEMS) training as well as a variety of in-person and online training opportunities in military, emergency response, and leadership topics. While this type of training can be very valuable, and in some cases mission-essential for some individual duty positions, it is generally secondary to the training listed in the prior paragraphs and should be considered additive for those who have the additional time, resources and motivation to attend.

11. Mandatory Annual Musters. Commanders will muster all assigned service members (drilling and on leave of absence) annually at O6 Headquarters' throughout CA. The annual muster process lasts no more than one day. The muster will verify current address, employment, physical readiness, and general availability for service.

12. Training Resources. The CSMR has a limited training budget so the principles of leveraging no-cost or low-cost training through CNG or emergency management partners is essential. Provisions exist for CSMR access to both training and equipment resources at the federal, state and local level. The CSMR J3 and unit commanders will identify and coordinate these opportunities.

13. Health and fitness. Good health and fitness result in productive and effective service members. The demands of our organization are increasing and it is imperative we can meet mission requirements of the California Military Department. We will measure CSMR medical and physical readiness annually. Commanders are encouraged to conduct medical and physical readiness in conjunction with annual musters. Service Members 55 years of age and older have the option of taking the 3-event fitness test; however, they must maintain a personal physical fitness program approved by a physician and remain within CSMR height and weight standards. There are no alternate fitness test events. A medical profile is required for injuries. Each event is pass or fail.

14. Training Planning. Deliberate training planning is essential. Opportunities for deliberate training planning exist throughout the year. They start with command training guidance and evolve through increasingly detailed levels of training planning resulting in the production of Unit Training Schedules. Formal training planning events are as follows:

a. CSMR Annual Training Management Symposium – Conducted as part of the CSMR Senior leader's conference in January 2018. Brigade-level commanders will brief the CSMR Cdr on final unit training plans and strategy.

b. Unit level-training planning events. These are scheduled in accordance with the unit training management practices of each component. Supporting CSMR commanders should be represented at these events in order to properly synchronize to and support federal unit training goals.

15. Products. The following products are essential to effective training management.

a. Yearly Training Guidance. Each BDE/Wing level command will produce clear, unit-focused, training guidance for their forces on an annual basis. This Guidance should be derived based on CSMR training Guidance and published NLT 1 Nov 2017.

b. Yearly Training Calendar. Each CSMR Unit will produce a Yearly Training Calendar (YTC) NLT 1 Nov 17 (IAW Encl 2).

c. Drill Schedule. Each CSMR Unit will produce a consolidated yearly drill schedule NLT 1 Nov 17 (IAW Encl 3).

d. Unit Training Schedule. Each CSMR Unit will produce monthly unit training schedules for all scheduled drills (IAW Encl 4).

16. Training Cycles. In addition to individual and collective training, units and individuals must maintain individual and unit readiness. In order to accomplish this, appropriate time must be set aside to conduct necessary administrative functions along with training tasks. Commanders should synchronize the timing of these events with their CNG partners to maximize resources and efficiency. Using the Green, Amber, Red training paradigm, units should plan collective training for Green cycle, individual proficiency training for Amber cycle and administrative training and requirements for Red cycle drills.

17. Training Requirements. The following are the minimum training requirements to be met by units and individuals within the CSMR.

a. Mission Essential Training List (METL). Each unit will develop a Mission Essential Task List of the most critical collective tasks that unit must perform to be successful at its mission. This list is specific to each unit type and is typically limited to around 4-6 tasks the unit will have the time and resources to develop proficiency in. Units will develop their METLs in coordination with their CNG partners and the CSMR J3 (IAW encl 5) and present them to the CSMR CG for approval at the Senior Leader Conference in Jan 18.

b. Common Task Training (CTT). Members at every echelon must master the fundamentals needed to accomplish their Mission. Units proficient in fundamentals are more capable of accomplishing higher level and more complex Tasks. In order to accomplish this each member of the CSMR needs to be trained and tested yearly in tasks that are common to all. There are three areas that comprise Common Task Training: First Aid, Navigation, and Communication. 1SG/CSM will ensure that training is being conducted to standard and results of training are captured and recorded. All CTT Tasks are located in the CSMR CTT Manual. Each task is defined with a Task, Condition, and Standard; it should be taught and tested to that

standard.

c. Professional Development. Officer and Noncommissioned Officer Professional Development programs (OPD/NCOPD) are essential to building and maintaining a force of professional leaders in the CSMR. These topics should focus on those elements of leadership and management that are not readily available through other means. Topics such as counseling, equipment accountability, operations orders (OPORDs), Troop Leading Procedures (TLPs) pre-combat checks and Inspections (PCC/PCI) and Military Decision Making Process (MDMP) are all examples of appropriate OPD/NCOPD topics. Units should strive to incorporate OPD/NCOPD into each drill period, particularly on Red and Amber cycle drills.

d. Resiliency, Risk Reduction, and Suicide Prevention Program. The (R3SP) OPLAN provides specific guidance to commanders to eliminate incidents of suicide by increasing awareness, intervention, training, education, resource referral, and peer to peer engagement. At a minimum all unit commanders must plan, coordinate, and deliver annual suicide prevention education, awareness and training programs for their units. Suicide Prevention is a Commander program and is considered a leadership issue.

e. Sexual Assault Prevention and Response Programs: The CSMR Sexual Assault Prevention and Response (SAPR) Program, Sexual Harassment and Response Program (SHARP), and Victim Advocate (VA) Program exist to end sexual harassment and assault and encourage service members to protect and defend one another against unwanted sexual contact. Commands will enforce these standards and meet the annual briefing requirement.

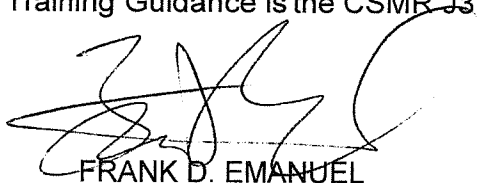
f. California Cadet Corps (CACC) Program Support: Each separate O6 command will contact the local CACC leadership to develop program partnerships thru outreach, education, and support activities where possible. This should be in coordination with a supported CA ARNG or CA ANG unit, which is already assigned sponsorship of a CACC program.

g. Community Outreach: Presence at community events brings the CSMR together with the community it serves. While community outreach is important it is not a substitute for training or readiness. Presence at community outreach events should be executed in addition to, not in lieu of individual and collective training and readiness requirements. All requests for CSMR participation will be forward by senior command thru CSMR HQ to California Military Department (CMD) Community Relations coordinator.

h. Safety and Risk Management is a command responsibility. Commanders will incorporate safety into the planning and execution of all training. Commanders will employ Risk Management (inclusive of hazard identification, risk assessment, identification and selection of controls, implementation I supervision, and evaluation) in every OPLAN, OPORD and FRAGO. Composite Risk Assessments will be completed IAW NGB Regulation 385-10 for all training events.

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18. Point of contact for this Command Training Guidance is the CSMR J3.

A handwritten signature in black ink, appearing to read 'F. Emanuel', is written over a horizontal line.

FRANK D. EMANUEL
Brigadier General (CA)
Commander

Encl
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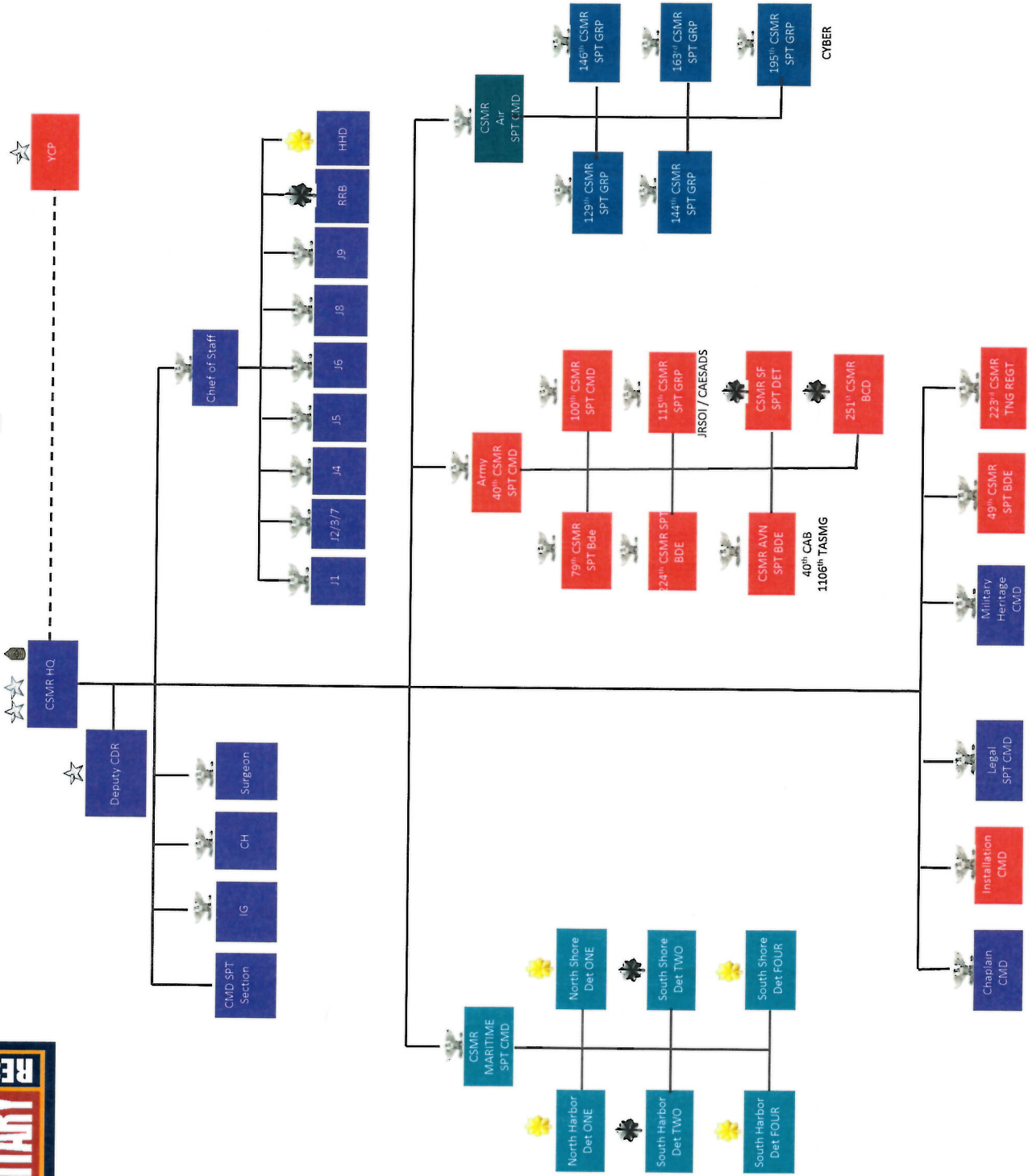
Distribution
CSMR A

CF
CMD

Enclosure 1



2017/18 Task Organization



IAW Enclosure 2

CALIFORNIA STATE MILITARY RESERVES TY-17 YEARLY TRAINING CALENDAR 01 OCTOBER 2016

	OCT	NOV	DEC	JAN
Holidays & Significant Dates	Columbus-10 Halloween-31	Election Day-8 Veterans Day-11 Thanksgiving-24	Christmas Eve-24 Christmas-25 New Yrs Eve-31	New Years Day-1 MLK JR Day-18
CA ARNG EVENTS				
CSMR HQ Dates	1-Oct JFHQ	5-Nov JFHQ	3-Dec JFHQ	7-Jan JFHQ
Location				
SIGNIFICANT EVENTS / TRAINING	Annual Muster Weigh-in ADMINISTRATIVE READINESS	Vigilant Guard NCODP CTT	FAMILY HOLIDAY EVENTS / HOLIDAY PARTY	CTT, ODP, NCODP
INSTALLATION SUPPORT COMMAND				
Drill Dates	JFTB LA/CR/ 15 Oct CSLO 15-16 Oct	JFTB LA/CR 5 Nov CSLO 19-20	JFTB LA/CR 3 Dec CSLO 10-11	JFTB LA/CR 14 Jan CSLO 21-22
Significant Events	Annual Muster CSMR HT/ WT for record Implement new training guidance Everbridge Update SRP review	Annual Muster Follow Up NCODP Regulation Review Continued support of all Installations Mandatory Brief see A220	Command Christmas Lunch Continued support of all Installations Mandatory Brief see A220	TSD Cultural Awareness Warrior Tasks 6/7 Accident Avoidance Course Mandatory Brief see A220
Installation Command Focus	Implement new CSMR HQ Training Guidance Continued support of all Installations Hanger Inspection Class A	Continue implement CSMR HQ Training Guidance Continued support of all Installations Hanger inspection Class A Soldier/NCO of the Year selection	Continue with New Training Guidance Collective and Individual Tasks Continued support of all Installations	Continue with New Training Guidance Collective and Individual Tasks Continued support of all Installations
Installation Command Det. 3 (JFTB)	Wings, Wheels & Rotors 29 Oct 16 JFTB LA SECFOR / Airfield / EST support JFTB LA EC / DPW support JFTB LA ESS First Aid / AED cert	Implement new CSMR HQ Training Guidance First aide/ AED certification continuous >	Pending further information JFTB LA SECFOR / Airfield / EST support JFTB LA EC / DPW support JFTB LA Color Guard Support	JFTB LA SECFOR / Airfield / EST support JFTB LA EC / DPW support JFTB LA Color Guard Support
Installation Command Det. 2 (Camp SLO)				
Installation Command Det. 1 (Camp Roberts)				
Comments / Notes	See Task List scroll down (C220) Composite Risk Management/Prev WRI ATP-5 19 First Aid/AED certification >	See Task List scroll down (C220) Code of Conduct Level A Chap 1 FM 350-1	See Task List scroll down (C220) Protection of Individual Information (J6-P11)	See Task List scroll down (C220) >
Resources Required	Funding for training aids VOLAC/CAC cards for tasks	Funding for training aids VOLAC/CAC cards for tasks	Request 1400 9mm rds for M-9 pistol qualification IC SECFOR	Funding for training aids VOLAC/CAC cards for tasks
49TH SUPPORT BRIGADE				
Location	Los Alamitos / JFTB	Los Alamitos / JFTB	Los Alamitos / JFTB	Los Alamitos / JFTB
Drill Dates	15-16	13-20	17	21-22
Significant Events	Annual Muster	Vigilant Guard		
BDE Focus	NCODP : CTT Task 153-001-4000 Integrate Risk Management Into Mission Plans ODP: Evaluations	NCODP : CTT Task 850-001-2000 Employ Accident Prevention Measures and Risk Management processes ODP: Awards	Family Holiday Event	NCODP : CTT Task 805C-PAD-4597 tergrate Newly Assigned Soldiers ODP : Organization and Structure of the CSMR
1st / 49th Focus	TBD	TBD	TBD	TBD
2nd / 49th Focus	Future	Future	Future	Future
3rd / 49th Focus	Future	Future	Future	Future
Sub Unit D Focus				
Resources Required				
MARITIME SUPPORT COMMAND				
Location	JFTB / JFHQ	JFTB / JFHQ	JFTB / JFHQ	JFTB / JFHQ

IAW Enclosure 3

HHC DRILL SCHEDULE, FY 2018

MONTH	DATE	EVENT	HOLIDAY
OCTOBER	14th	MUSTER	Columbus-9 Halloween-31
NOVEMBER	4th	DIRECTORATE-CENTRIC	Day Light Savings-5 Election Day-7 Veterans Day-11 Thanksgiving-23
DECEMBER	2nd	HOLIDAY PARTY	Christmas Eve-24 Christmas-25 New Yrs Eve-31
JANUARY	6th	DIRECTORATE-CENTRIC	New Years Day-1 MLK JR Day-15
FEBRUARY	10th	DIRECTORATE-CENTRIC	Super Bowl-4 Valentines Day-14 Presidents Day-19
MARCH	3rd	DIRECTORATE-CENTRIC	Daylight Savings-11 St Patrick's Day-17 Cesar Chavez Day-31
APRIL	7th	MANDATORY TRAINING ACTIVITIES	Easter-1 Tax Day-17
MAY	5th	DIRECTORATE-CENTRIC	Cinco de Mayo-5 Mothers Day-13 Memorial Day -28
JUNE	2nd	DIRECTORATE-CENTRIC	Fathers Day- 17
JULY	14th	DIRECTORATE-CENTRIC	Independence Day-4
AUGUST	4th	DIRECTORATE-CENTRIC	
SEPTEMBER	8th	DIRECTORATE-CENTRIC	Labor Day-3

IA W Enclosure 4

CSMR HHC Drill Schedule as of: 18 Sep 17		California State Military Reserve Headquarters, Headquarters Company 9800 Goethe Road Sacramento, CA 95826 (916) 854-3847			14 Oct 17	
WHEN	WHO	WHAT	WHERE	CONTACT	REFERENCE	REMARKS/ UNIFORM
0745	All	First Formation	Southwest Parking Lot	1SG Harris		ACU / ABU
0800	Directorate Rep's	Report PERSTAT NLT 0900	HQ Office	SSG Goodwalt		ACU / ABU
0830	All	Muster Body Composition (see schedule for Directorate Times)	Gym	SFC Wolkenhauer	HHC Body Composition Schedule	ACU/ABU
0830	All	Directorate Business	Directorate Work Area	Directors		ACU / ABU
1100	Directorate Rep's	Company Training Meeting	CG Conference Room	MAJ Mitchell		ACU/ABU
1330	Select PAX	Body Composition Taping	Gym	SFC Wolkenhauer	HHC Body Composition Schedule	
1630	All	Return to HOR	Various	1SG Harris		ACU / ABU
		All Service Members assigned to this command are ordered to travel to and from their Drill location (JFHQ Sacramento, Mather Armory, JFTB Los Alamitos, Channel Islands ANG, March ARB or Fresno Airport) at no travel expense to the State of California to perform their ordered military duty without pay (with their consent) at the following Unit Training Assembly (UTA) on the above listed date.				